

ROLLY HERMO

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Dubai, United Arab Emirates



Objective

More than fourteen (15) years professional Gulf work experience in store operations and administrative works. Well versed in customer relations, frontline services, and administrative tasks and with competent computer skills. Efficient and effective in performing assigned tasks, self-motivated, hardworking and highly dependable. Performs best even under pressure and with minimum supervision.



Experience

Floward Mena - Dubai Investment Park 2, Dubai, UAE

January 15, 2025 - April 16, 2025

Florist

Talk to customers about what they want and help them choose flowers. make sure flowers and plants reach display condition at the right time.

Lily Fleur for Flowers and Plants LLC - H&M Home Dubaimall, Dubai, UAE

September 12 2020 - December 31 2024

Junior Florist

Book and track order deliveries, working with our couriers to ensure all orders are delivered punctually and in good condition. Assist with the day to day running of the store, opening and closing.

Flourish flowers & Events - Al Quoz Industrial Area 3, Dubai, UAE

January 25, 2019 - March 25, 2020

Inventory controller

monitors and maintains current inventory level, creates monthly inventory reports accurately, records the in and out of the items, and label inventory items that will be used.

New T and D Contractor - Al Wahda, Sharjah, UAE

November 12 2018 - January 22 2019

Furniture Installer

Assemble furniture as needed. Mount cabinets and bookshelves. Maintain a safe and clean workspace.

Blue Curiosa Flowers, Plants and Events - Al Quoz Industrial Area 3, Dubai, UAE

May 22, 2017 - November 10, 2018

Warehouse Coordinator

Manage inventory control processes, including receiving, storing, and shipping of products while maintaining optimal conditions.

Al Wadi Natural Mineral Water Factory - Zurub, Al Buraimi, Sultanate of Oman

May 17, 2009 - June 13, 2016

Store In Charge

Ensure the reception, storage, dispatch and daily management of the stock of products marketed by the company. Ensure the conformity of products received and delivered.

Department Of Transportation - Ortigas Avenue, Mandaluyong City, Philippines

April 17 2006 - May 31 2006

Public Information Division - Internship Program

A government internship is a stepping stone to a fulfilling career in public service. It provides a hands-on learning experience and a glimpse of the real-work environment.

The French Baker Inc - Sta lucia East Grand Mall, Pasig City, Philippines

June 16 2004 - December 15 2004

Production Crew / Cook

Maintain cleanliness and hygiene in the dining and kitchen areas. Greet customers and take orders accurately.



Education

University of Rizal System - Philippines

SY 2003-2007 - Graduated

Bachelor of Science in Business Administration Major in Marketing

Marikina Institute of Science & Technology - Philippines

SY 2000-2001 - Graduated

1st Year Machine Shop Technician Major in Machine Shop Practice



Skills

Proficient in Microsoft Office Applications(MS Word, MS Excel, Sheet)

Organizational skills

Proficient in SAP system

Honest, Responsible, well determined and can work under pressure with minimal supervision
Honest, Responsible, well determined and can work under pressure with minimal supervision

Fast learner



Interests

Basketball

Cycling

Music



Languages

English

Tagalog



Personal Details

Date of Birth : 30/09/1983

Marital Status : Married

Nationality : Philippines

Passport : P5404149B

Visa Status : Employment Visa

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